



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

Raymond Lisiecki, Chairman
David Aznavoorian, Vice Chair
Rob Kocsmiersky, Clerk
Thomas L. Cooke
Paul McDermott
Ronald Hall

Meeting Minutes March 3, 2016

1) Call to Order

The meeting was called to order by Raymond Lisiecki, Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were David Aznavoorian, Paul McDermott, Tom Cooke, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Ron Hall was not in attendance.

2) Budget Review (Department of Public Works)

Present was Brian Gilbert, DPW Superintendent.

Mr. Montuori noted that he hopes to present the water and sewer enterprise and capital improvement plan to the Board of Selectmen on March 16, 2016. Mr. Lisiecki requested the members inform him if they will be attending so that he can post a meeting in the event there is a quorum.

Mr. Gilbert explained that the Department of Public Works is made up of eight divisions, including Administration, Engineering, Highway, Forestry, Fleet Maintenance, Water Distribution, Sewer Collection, and Water Treatment. Mr. Gilbert explained that the DPW budget overall, including all divisions is approximately \$2,741,174 representing an increase of approximately \$2237 from FY16.

DPW Administration

The town manager recommended FY17 DPW administration budget is approximately \$253,538 net of allocations. The department requested FY17 DPW administration budget is approximately \$268,537 net of allocations. The FY16 DPW administration budget was approximately \$253,162 net of allocations.

Mr. Gilbert noted that funds have been moved from permanent part time as the position became full time. There are now three full time staff within the department and three summer staff that are used in various capacities. There is also a slight increase in overtime.

Within operating there is an increase of \$2,000 in facility repairs and maintenance to address ongoing building maintenance such as carpet cleaning, HVAC, garage door repairs, etc. The \$2,000 was transferred in from professional services. There is also a slight increase in communications for cell phones as well as an increase in computer services for the purchase of one tablet for field use and two new desktop computers.

Mr. Lisiecki asked how the enterprise amounts are calculated and Mr. Gilbert explained that there is a percentage formula that he can provide.

Mr. Cooke asked how the enterprise allocations are split up between the four employees in DPW administration and Mr. Montuori explained that 25% is allocated to water and 25% is allocated to sewer. Mr. Montuori will provide a breakdown of the allocations over the last few years.

Mr. McDermott asked if the town is in compliance with the storm water permit and Mr. Gilbert confirmed this; however, a new permit is expected to come out and this is when some communities could incur expenses. Mr. Gilbert explained that he has been trying to get ahead of the new permit prior to it being issued. Mr. Montuori noted that some communities have also implemented a storm water fee to help address items under the permit.

Mr. Aznavoorian inquired about the tablet and other computer equipment that is being requested and Mr. Gilbert explained that the tablet is mostly for the engineering department; however, it will be shared with administration as well. Mr. Aznavoorian suggested a replacement plan be put in place for these items.

Mr. Kocsmiersky inquired about the security cameras and Mr. Gilbert noted that this request was not approved and explained that he would like to install cameras at the gate, back door, and gas pumps. Mr. Montuori noted that he hopes to bring these items to town meeting in the fall and explained that work will also need to be done for the wiring and installation of the cameras.

Engineering

The total FY17 town manager recommended engineering budget is approximately \$153,780 net of allocations representing an increase of approximately \$17,600.

Mr. Gilbert noted that the engineering department is fully staffed as of FY16. Funds have been added to temporary part time for two summer interns. This will be reduced to one intern in the spring.

Mr. Gilbert noted that there is an increase of approximately \$9,900 in professional services for wetland flagging, survey, and analysis, annual software maintenance, and People GIS. People GIS will implement a work order management system for the department of public works which will operate with the town GIS mapping system.

There is also an increase in office supplies of approximately \$1,200. Mr. Gilbert explained that this increase is largely the result of Community Development moving to the town hall as it was previously a shared expense.

Mr. Aznavoorian discussed People GIS and asked if there are applications available for the public to access information and Mr. Gilbert noted that there is “maps online” and that he can look into this further.

Mr. McDermott noted that in FY16 there were two vacancies for a permit tech and project manager; however a permit tech and project engineer were hired. Mr. Montuori explained that they were having difficulty filling the position and, as a result, the position had to be changed in order to attract better qualified candidates.

Highway

The town managers recommended FY17 Highway budget is approximately \$786,257 representing an increase of approximately \$31,536 from FY16.

Mr. Gilbert noted that this is the department with the most new employees. Overtime has been reduced to help offset some needs within the operating budget. Included in this is a line painting program, improve signage throughout town to become compliant, and contract street sweeping.

Mr. Lisiecki asked if the street compliance is something new and Mr. Gilbert explained that the requirements have been out for some time and most municipalities are in compliance. The compliance is tied to Chapter 90. Mr. Gilbert noted that it will cost approximately \$140,000 to become fully compliant.

Mr. Gilbert noted that there is also a small increase in staff development of \$550.

Mr. McDermott asked if thought has been given to replacing the school zone lights and Mr. Gilbert confirmed this and explained that all of the schools have the blinking lights and they are required at all of the elementary schools. It was noted that most of the signs are rather old. Discussion took place on possibly using solar for the signs and Mr. Lisiecki suggested seeing if this is something the Green Committee could help with. Mr. Cooke will look into this.

Mr. Kocsmiersky asked about the supplemental request for highway crew and Mr. Gilbert explained that this was unable to be funded. Mr. Montuori noted that two may be able to be filled now and the other two in the fall.

Mr. Lisiecki noted that during the last budget cycle micro surfacing was discussed and asked if this has been implemented and Mr. Gilbert noted that it has not as the funds were needed for greater needs. This is something Mr. Gilbert hopes to address in the next few years.

Forestry

The town managers recommended FY17 forestry budget is approximately \$59,700 representing a decrease of approximately \$2,700 from FY16.

Mr. Gilbert explained that some of the funds were moved around within the forestry budget. All other supplies has been reduced by \$5,000 and the funds were transferred to fleet for care of specialized equipment. There is also an increase of \$2,000 for police details.

Mr. Aznavoorian noted that this is an area he wishes more funding could be put into.

Mr. Gilbert noted that sidewalks will also be looked into by the summer staff.

Snow and Ice

The town manager's recommended FY17 snow and ice budge has been level funded at \$256,000.

Mr. Cooke discussed the new salt shed that is being installed and suggested any remaining funds be used towards security cameras for the shed.

Mr. Lisiecki suggested looking into increasing the snow and ice budget in the future and noted that this has been a mild winter.

Fleet Maintenance

The town manager recommended FY17 fleet maintenance budget is approximately \$576,402 and the department requested is \$611,402.

Mr. Gilbert explained that the increases in salaries are due to step increases and 2 ½% cost of living increase for two employees and noted that currently there are only three employees in this department and they are down a fleet supervisor. There has been a lot of overtime and it is likely that adjustments will need to be made at year end.

Mr. Cooke requested a list of all of the equipment in the DPW department including water and sewer departments. Mr. Gilbert will provide this information.

Mr. Aznavoorian discussed the wash bay for the equipment and Mr. Gilbert not that this has not yet happened as a suitable location has not been found. It is hoped that a proposal to upgrade the DPW building will be coming forward this fall. This would include significant improvements as well as the addition of a wash bay.

Mr. Gilbert discussed some of his priorities which include staffing in highway and forestry departments, technology, storm water management, maintenance and purchase of equipment, undercarriage washer bay, and DPW facility upgrades.

Mr. Gilbert noted that a grant was received to do an assessment of the fleet to ensure the equipment is managed properly and in compliance.

Mr. Kocsmiersky asked when the last time the DPW was renovated and Mr. Gilbert noted that the building was added onto in 1978.

3) Town Manager and Finance Director Reports (as applicable)

Snow & Ice Overage

MOTION: Mr. Cooke made the motion to approve Snow and Ice Over expenditure number 1 in the amount of (-\$75,755.45); seconded by Mr. Aznavoorian and the motion carried 5-0.

Reserve Fund Transfer

No.	Amount	To	Reason
3	\$32,835	Police Replacement Vehicle	A reserve fund or salary transfer of \$32,835 is needed to replace a cruiser immediately (total estimate minus the \$2495 100,000 mile extended warranty which a salary transfer has already been done for) Will also have to find \$500 within the police budget to letter the cruise

Mr. Montuori noted that one of the police cruisers was recently in an accident and was totaled. The insurance company will be paying approximately \$32,800 for the loss. Mr. Montuori explained that with the insurance recovery account, if the amount is over \$20,000 it is required to go to town meeting for approval. Until that time, the police department is out a vehicle. Mr. Montuori suggested utilizing funds from the reserve fund to purchase a vehicle now and then requesting the funds be put back into the reserve fund in the fall. It was the consensus of the members present that this would be the best solution.

Mr. Kocsmiersky noted that there is currently \$48,000 in Police Replacement Vehicles and Ms. Kucala explained that this is for other vehicles.

MOTION: Mr. Aznavoorian made the motion to approve Reserve Fund Transfer No. 3 in the amount of \$32,835; seconded by Mr. Cooke and the motion carried 5-0.

4) Finance Committee Matters of Interest (as applicable)

Mr. Lisiecki noted that two applications have been received for the vacant position on the Committee and asked the members if they would like to bring on a new member now or wait until after the budget review. It was the consensus of those present to wait until after the budget process to bring on a new member.

5) Committee Member Reports (as applicable)

Economic Development Committee

Mr. McDermott noted that there is nothing new to report.

Computer Study Committee

Mr. Aznavoorian noted that the Computer Study Committee has not met.

6) Approval of Meeting Minutes

There were no meeting minutes presented for approval.

7) Approval of Payment of Recording Secretary and Time sheet

There was no timesheet presented for approval.

8) Future Proposed Meeting Dates (subject to change)

The next meeting will take place on March 10, 2016 at 7:00 p.m.

Adjourn.

MOTION: Mr. Aznavoorian made the motion to adjourn at 8:45 p.m.; seconded by Mr. McDermott and the motion carried 5-0.

Approved: April 21, 2016

**Documents Presented and/or Discussed
March 3, 2016**

- 1) FY17 Town Manager's Recommended Budget
A copy can be found with the Finance Department or Town Manager
- 2) Snow and Ice Over Expenditure No. 3
A copy can be found with the Finance Department
- 3) Reserve Fund Transfer No. 3
A copy can be found with the Finance Department